

 <p>Architect of the Capitol</p>	<h2 style="color: blue;">On-the-Spot Award Recommendation</h2>	<p>Date of Award Recommendation:</p> <p>_____</p> <p style="text-align: center;"><i>month/day/year</i></p>
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<h3>On-the-Spot Award</h3> <p><i>(Note: Refer to Awards Policy page 16, On-the-Spot Awards)</i></p>	
<p><b>Award Amount (Check one)</b></p> <p><input type="checkbox"/> \$ 100    <input type="checkbox"/> \$ 150    <input type="checkbox"/> \$ 200</p>	
<p><i>Name of Award Recipient and SSN</i></p>	<p><i>Position Title, Pay Plan, Series, Grade</i></p>
<p><i>Jurisdiction/Division/Branch</i></p>	<p><i>Period Covered by Recommendation</i></p> <p><i>From _____ To _____</i></p>
<p><i>Signature of Recommending Official</i></p>	<p><i>Date Signed</i></p>
<p><i>Signature of Head of Jurisdiction</i></p>	<p><i>Date Signed</i></p>
<p><i>Signature of Human Resources Spec. (Ready to Process)</i></p>	<p><i>Date Signed</i></p>

**Complete Justification for Award on Reverse Side**

<h3 style="color: black;">Award Justification</h3> <p>Use this section to describe why the employee should be nominated for an On-the Spot Award. Please check the appropriate contribution(s) and cite specific examples of the effort for each.</p>	
<p><i>Type of Contribution</i></p>	<p><i>Cite Specific Example</i></p>
<p><input type="checkbox"/> Unusual effort/initiative in completion of assignment, task, or project</p>	
<p><input type="checkbox"/> Creativity in solving a problem or establishing a new practice of procedure</p>	
<p><input type="checkbox"/> Unexpected benefits to the organization from employee's efforts</p>	
<p><input type="checkbox"/> Demonstration of a high level of skill and ability in completion of assignment</p>	
<p><input type="checkbox"/> Exceptional courtesy or responsiveness to a customer</p>	
<p><input type="checkbox"/> Demonstration of exceptional teamwork or teambuilding</p>	
<p><input type="checkbox"/> Automation, modification, or reengineering or work processes, procedures, etc.</p>	
<p><input type="checkbox"/> Other (describe)</p>	

Detach and Present to Awardee

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*Presented to*

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Date

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Head of Jurisdiction